A Utah Department of Administrative Services, Division of Finance monthly communication service

MAN WINS UTAH LOTTERY – WELL ALMOST

Most of you have probably heard in the news about the $2.2 million check that was issued by the State of Utah in error. The check should have been issued for only $15. In this instance, a routine GAX document was entered in FINET and the person who input the document did not notice that the wrong amount had been entered. In addition, the individual responsible to review the transaction approved it directly from the FINET worklist without opening up and reviewing the document and without noticing the incorrect dollar amount on the worklist.

To prevent this type of problem in the future, the department requested that we establish a high dollar payment threshold that when exceeded, would require an additional approval in FINET. We now have high dollar payment thresholds in place for five agencies. **We strongly recommend, and may soon require each department to establish a high dollar payment threshold.**

This incident is a good example of the need to guard against complacency and short-cutting controls when processing transactions. Accounting personnel who input documents should check to ensure the data on a document is accurate before it is submitted in FINET for approval and processing. Employees who approve documents have the ultimate responsibility to ensure that transactions are valid and accurate before they apply their approvals.

EACH FINET PAYMENT SHOULD BE OPENED AND REVIEWED ONLINE
Those who approve transactions on FINET should not approve documents from the worklist unless they have first opened up the document and verified that the key information such as vendor (payee) name, vendor address, vendor invoice #, amount, and coding agrees to the supporting documentation.

TIMELY REVIEW OF FINET REPORTS

Another item worth mentioning is the importance of each agency reviewing the monthly FINET reports in a timely manner as a control to help ensure all transactions posted to your agency are appropriate. In this case, the $2.2 million check was issued on October 29 and likely would have been caught in a review of the October FINET reports. However, the department was not made aware of the mistake until the payee returned it to Finance on November 21.

We appreciate all of the accounting personnel throughout the state who are dedicated to following sound internal control procedures including complying with the statewide policies and procedures issued by the Division of Finance. Look for upcoming FineLine articles as we continue to emphasize the importance of sound internal controls.

If you are aware of an internal control problem or of a potential fraud in your agency, please report it first to your agency management. If you are uncomfortable reporting to agency management, please report it to the Division of Finance at one of the following numbers:

Division of Finance: John Reidhead   801-538-3020
Marcie Handy   801-538-1678
Rick Beckstead 801-538-3100

Excluding ADs from Data Warehouse Expenditure Queries

Why are AD / MD / EFT transactions showing up as expenditures and reduction of expenditures in my Microsoft Access or Excel queries ran in Data Warehouse?

In FINET these transaction types are posted as expenditures to the Accounting Journal. In the old FINET system they were not posted as expenditures. If you include them in your Access or Excel queries, they will net out to zero but you will have more detail than you are used to. If you do not want these items returned in your queries you can exclude these Document Types as follows.

Example:
Document_Type <> "AD" and Document_Type <> "MD"

Excluding the Document Types above will also exclude EFTs. (Note that you are excluding Document Types not Document Codes.)

However, beware that check cancellations and discounts taken which have been computed by FINET are posted as ADs and you will exclude these reductions in expenditures from your query using the above example!

The AM01 and AM02 standard expenditure reports on DataWarehouse include the check cancellations and discounts taken, so you can use these reports to tie out your Data Warehouse queries to ensure they are accurate.

Help Desk FAQs

Q. What determines the name or names that show up on a check? Is it the legal name or the DBA (doing business as) name?

A. It can be either or both but that is determined by what you enter on your VCC document you use to set up the vendor.

What to do?

In the Vendor/Customer page of your VCC document, go to the 5th section down called Disbursement Options. In that section, go to the last field in the left hand column that is titled 'Name on Check'. Click on the down arrow and select either legal name, DBA or both. If you select both, both the legal name and the DBA will show up on the check to the vendor. Both names will not show up on your GAX or PRC document. If you wish to change the name (or names on the check) from one to the other or to both, send an E-mail to FVENDOR making that request including the vendor number.

New FINET Document — Internal Department Transfer (IDT)

FINET has a new internal transaction document, the IDT - Internal Department Transfer. The IDT is available for those who need to post a correction, allocation or adjusting entry to an expense, revenue, asset, or liability account, except cash (you cannot post directly to cash). It may be used in place of the IET. The IDT has been receiving very favorable reviews from those agencies who have tried using it.

It may be used for
- Entries within the same department.
- Entries between departments, if you have security for both departments.
- Entries within the same fund.
- Between funds, if you have security for both funds.

IDT Rules
- Total dollar amount for the document equals $0 (total debits equal total credits)
- Debit amounts are entered as positive dollars. For example, 100.
- Credit amounts are entered as negative dollars. For example. -100.
- Each accounting line posts based on the Event Type assigned to the line.
- Must use Automatic Document Numbering

Comparison of IET and IDT accounting lines

- **IET** - Each Exchange Details line must have at least one accounting line

Exchange Details	2nd Party
1 $ 100	1 $ 25
	2 $ 75
2 $ 50	1 $ 50

- **IDT** – Each line is independent as a positive (debit) or negative (credit) amount.

```
        1 $  100
        2 $ - 25
        3 $ - 75
        4 $   50
        5 $ - 50
Doc total  $    0
```

More information
See FINET Help for more information including the specific steps for creating an IDT and demonstration videos of the process. Access the FINET help using the Help button at the top of the FINET screen or from the Finance web site at www.finance.utah.gov . Select the FINET icon, then FINET Help. Once in FINET Help, search for IDT or from the table of contents (on the left of the screen) select Internal Transactions, IDT.

New Data Warehouse ITI/ITA Report

An ITI/ITA Report is now available in Data Warehouse. It identifies ITIs with their associated ITAs. This is a very powerful report with many selection options that determine which ITIs and ITAs will be included in the report. You will want to try out some of the selection options to get the full idea of what the report can do. It is important that you enter the Fiscal Year and Department on at least one side of the report selection (either ITI or ITA) or you will get too much data.

Example 1: You have entered multiple ITIs to bill an agency and you would like to know which of the ITAs hasn't been approved. You would use the following criteria:

- Select Outstanding ITAs to include in the report
- Enter the ITI Fiscal Year
- Enter the ITI Department
- Enter the ITI Document Numbers or prefixes
- Enter the ITA Department that you billed
- Leave the rest of the ITA fields blank

Example 2: You are trying to identify all outstanding ITAs for your department. Use the following criteria:

- Leave all of the ITI fields blank
- Select Outstanding ITAs to include in the report
- Enter the ITA Fiscal Year
- Enter the ITA Department
- You may enter an ITA document number prefix if you want to narrow your search to a particular division or range of documents

To use the report:

- Go to http://datawarehouse.utah.gov and login (use your email address and your department LAN password).
- Click on StateDW
- Open Finet Reports → Finet Reports.
- Open the ITI and ITA Reports folder.
- Click on the blue sideways triangle on the right side of the screen (under actions) for the ITI – ITA Internal Transactions Report.
- Drop down the 'Format' button and select PDF.
- Click Run.

- At the prompt window make the desired selections. The options are:

Include in Report (required):
       Processed ITAs - will only include ITAs that are Final in FINET,
       Outstanding ITAs – will only include ITAs that are not Final in FINET,
       Processed and Outstanding ITAs – will include all ITAs.

ITI Fiscal Year (optional):
       Enter a Fiscal year to narrow the results to a specific Fiscal Year.
       Example: 2008

ITI Fiscal Period (optional):
       Enter a Fiscal Period to narrow the results to a specific Fiscal Period.
       Example: 04

ITI Department (optional):
       Select Department(s) to narrow the results to specific Department(s).
       To select multiple Departments, hold down the <Ctrl> key.

ITI Document Number Search (optional):
       To Search by Document Number(s):
              Enter all or a portion of the last 11 digits of document number,
              Drop down the Options button and select the appropriate option,
              Click the Search button,
              Select desired Document Number(s) in the Results box,
              Click the Insert button.

ITA Fields: Same as described above for ITIs.

If you have questions please contact a member of the Data Warehouse team (538-3245)
or Marci Soper (538-1720).

Included below are the exceptions to the normal FINET schedule through January 1, 2008:

Dec 7	**November month-end close**
Dec 24	**Christmas Eve – no cycle**
Dec 25	**Christmas Day – no cycle; open 7:30 to 6:30**
Dec 31	**New Year's Eve – no cycle**
Jan 1	**New Year's Day – no cycle; open 7:30 to 6:30**

T R A I N E R S

C O R N E R

December FINET classes

Fixed Assets
　12/11 – 8 am – noon

Budgets
　12/11 – 1 pm – 5 pm

Receivables
　12/12 – 8 am – noon

Payables
　12/12 – 1 pm – 5 pm

Cash Receipts
　12/13 – 8 am – noon

Purchase Orders
　12/13 – 1 pm – 5 pm

Requisitions
　12/18 – 8 am – 11:30 am

Internal Transactions
　11/14 – 1 pm – 5:00 pm

TO REGISTER FOR ANY OF THESE COURSES:

Link to: http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm. Course descriptions are available from the Finance Home Page at http://www.finance.utah.gov. Click on the Training button.